# Outings and visits

**Policy statement**

We believe that children benefit from being taken out of the pre-school to go on trips to local places and venues for activities which enhance their learning experiences. Parents are asked during their child’s registration to give consent for their child to be taken on local outings on foot that may be planned or spontaneous. Additional written consent will be taken for any outings that are not local and require transportation, and a written risk assessment will be completed prior to the outing taking place.

The pre-school has a general risk assessment that is completed and reviewed yearly that covers general outings; staff are made aware of this during an induction when starting employment and are asked to refresh their knowledge of the risk assessments yearly.

The outings risk assessment and staff training from senior members prompts them to ensure procedures are followed to keep children safe on outings.

**Procedures**

* Our adult to child ratio will be appropriate to the activity taking place; senior staff will make a decision prior to the outing to decide on an appropriate ratio.
* A register will be kept in the pre-school, stating the number of staff and children going on the outing.
* Staff will take a pre-school mobile phone (plus an emergency phone in case first phone doesn’t work) or radio on outings, as well as supplies of tissues, wipes, medicines required for individual children, a mini first aid kit and snacks and water if appropriate. (full list can be found on the outings risk assessment)
* All staff/A minimum of three staff will accompany children on outings and a minimum of two will remain behind with the rest of the children. At least one member of staff will be a senior staff member and at least one member will have first aid training.
* All children will wear a high-vis jacket which displays the pre-school’s name and phone number. In the event of a child going missing the staff will immediately call the pre-school and follow the procedures set out in the Missing Child Policy.

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